

Precisionpay Charge

Deployer user guide

November 2024

V5.2



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Logging in

The information presented on the homepage dashboard will vary based on the options enabled for your card programme and your user type. This is a typical example for a cardholder.

1. Enter your Username, click Next.

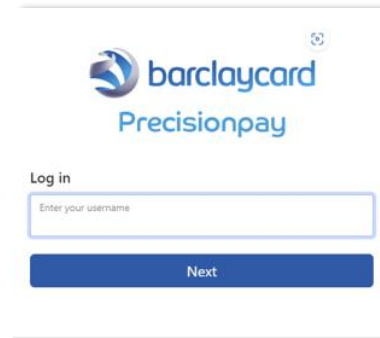
2. Enter your Password, click Next.

3. Enable MFA. 2 options are presented.

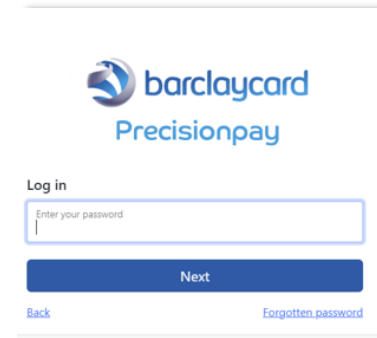
3a. If you choose to download our Precisionpay Go mobile app, complete the steps from with your App Store.

3b. If you choose 'Use my own authenticator app', you can view the supported apps from this screen and follow the authentication steps of that specific supported app.

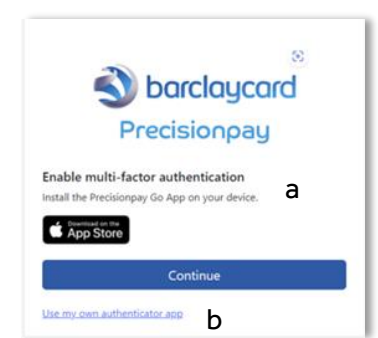
1



2



3



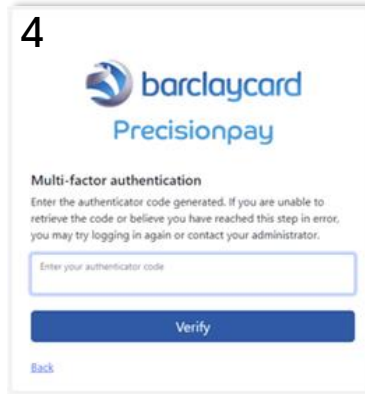
Logging in

4. Once you have the code enter this into the box as indicated.

5. Verification will indicate if successful or not.

The User will then have access to Precisionpay dashboard.

4



barclaycard
Precisionpay

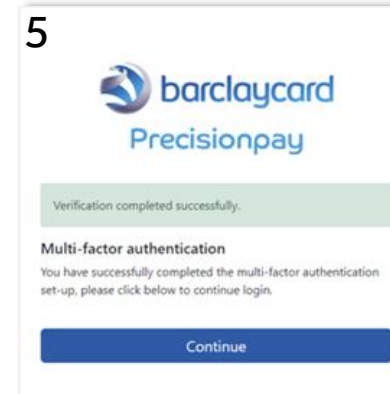
Multi-factor authentication
Enter the authenticator code generated. If you are unable to retrieve the code or believe you have reached this step in error, you may try logging in again or contact your administrator.

Enter your authenticator code

Verify

[Back](#)

5



barclaycard
Precisionpay

Verification completed successfully.

Multi-factor authentication
You have successfully completed the multi-factor authentication set-up, please click below to continue login.

Continue

Make a Payment



Make a Payment

Deployments

1. To create a new payment, click on 'New Card' from your dashboard.

2. Now you need to select the group of accounts to be used (sometimes referred to as card pools) from the drop-down list. If you have just one, this will be selected for you.

The screenshot displays the Precisionpay dashboard interface. At the top, there are tabs for 'Payments' and 'Administration'. The 'Precisionpay' logo is on the left, and the user's name 'Ben Jowett' with the role 'Barclaycard Commercial' is on the right. Below the navigation bar, a welcome message 'Welcome to your dashboard, Ben' is shown. A large number '1' is placed over the 'New Card' button in the top right corner. Below the welcome message, there is a section for 'All Deployments' with a dropdown menu set to 'All Deployments' and a 'Filter' button. In the bottom right corner of this section are three icons: 'New Card', 'Pay a Supplier', and 'More'. Below this is a modal window titled 'New card deployment: Generic' with a 'Cancel' button. Inside the modal, there is a 'Payment Details' section with a red-bordered input field labeled 'CARD POOL *' and a red asterisk indicating it is required. A large number '2' is placed to the right of this field. To the right of the input field is a box labeled 'Select your card pool'. At the bottom of the modal is a 'Get Card' button.

Deployments

3. The screen will then refresh and populate the required fields for the deployment.

4. Card Pool settings will be accessible from the New Card screen. View card tolerances and settings whilst creating a card. Avoid rejections based on settings applied and requesting a card within limit.

5. These are the minimum fields required. If you have more references, they will be displayed at the bottom of the existing fields. Click the date field to bring up the calendar view to select dates.

6. Depending on your company settings, you may be required to upload a document/ image to support your deployment request. The upload option can be found in the right-hand side of the screen.

7. In the 'Document Upload' section, select 'Choose File'. You can then browse your list of documents and upload the relevant file.



Make a Payment

Deployments

8. Once you have clicked Get Card, a card image will be displayed with a full card number, expiry date and a CVV number. This is all you need to make a payment.

9. There are several options on the right which we will cover in more detail further in this document should you need to change details on this payment.

Card Deployment 11441846

Back

8

Amend

More ...

9

PURCHASING

4111 1561 0001 0014

Valid Thru 10/24

CVV N/A

CONFIRMA DUMMY CARD

barclaycard

COPY

VISA

Deployment Amount

5.00 GBP

Payment Details

STATUS	REFERENCE	DEPLOYMENT
Open to spend	e9e5fb76	11441846

Deployed by:

Platform:

Card Pool:

Charge date:

Supplier Name:

Deployment Amount:

Tolerance Applied:

Actual VCN Amount:

Barclaycard Precisionpay Online

BPP Go Testing Card Pool 1

8/18/22 - 9/1/22

Costa Coffee

5.00 GBP

0.00 GBP

5.00 GBP

Communication Details

Supplier Reference:

?

Submit

Make a Payment

Deployment status

Once you have clicked Get Card, a card image will be displayed with a full card number, expiry date and a CVV number. This is all you need to make a payment.

There are several options on the right which we will cover in more detail further in this document should you need to change details on this payment.

Status Name	Description / Conditions
Active	Deployment Status is 'Deployed' Workflow Status is 'Approved' Deployment Start Date has not been met Deployment End Date in the future
Open to Spend	Deployment Status is 'Deployed' Workflow Status is 'Approved' Deployment Start Date has passed Deployment End Date is in the future
Awaiting Approval	Workflow Status is 'Pending Approval' Active user is the requestor
Requiring Approval	Workflow Status is 'Pending Approval' Active user is above to approve the deployment
Rejected	Workflow Status is 'Rejected' Active user is the requestor
Rejected by You	Workflow Status is 'Rejected' Active user rejected the deployment
Cancelled	Deployment Status is 'Cancelled'
Failed	Deployment Status is 'Failed'

Make a Payment

Document upload

The Document upload feature is available for all spend types. The maximum file capacity for each Deployment is 5MB and can only be uploaded in the following formats: TXT, JPG, JPEG, PNG, XML, CSV, XLS, XLSX, DOC, DOCX, GIF, PDF, TIF, RFT.

When a document is added it can be viewed in the reporting tool SNAP. You can upload a document by dragging & dropping the document from the file location into the pertinent field on the screen.

1. Depending on your account settings, you can view images. To do that, access the More... section and click on Action History in the right-hand side.
2. You will be able to view the documents already uploaded or upload new attachments. You can also download, preview or delete the uploaded attachments.
3. Once all fields and any documents have been uploaded and you are ready click Get Card.

Card Deployment 11441846

Back

PURCHASING

4111 1561 0001 0014

Valid Thru 10/24

CVV N/A

CONFIRMA DUMMY CARD

barclaycard

COPY

VISA

Deployment Amount
5.00 GBP

Amend

More ...

Payment Details

STATUS

Open to spend

REFERENCE

e9e5fb76

Deployed by:

Platform:

Card Pool:

Charge date:

Supplier Name:

Deployment Amount:

Tolerance Applied:

Actual VCN Amount:

1

2

Card Activity

View history of authorisations

Action History

View user deployment actions

Communication History

Payment and workflow communications

Documents

View attached documents

Tolerances

Card Pool and account settings

Deployment History

View history of modifications

Cancel Card

Cancel this deployment

Communication Details

Supplier Reference:

?

Submit

3

Get Card

Make a Payment

Secure email

If your company has elected to utilise the secure email capability, you will have a new bubble on the deployment screen:

1. To view this, you MUST first complete the Supplier Reference field and click Submit.
2. Once you have done this, the Payment Communications bubble will appear.
3. From here, you need to enter the recipients email address, ensure secure email is selected – your email will be populated for the failure email, should we not be able to send either the secure, or none secure email – we will tell you.
4. Next click Submit.

This will queue the email to be sent to the supplier, this can be almost instantaneous – but could also have a slight delay if queued – see the Communications Hub for more details about the email delivery.

Card Deployment 11441856

Back Amend More ...



Deployment Amount
5.00 GBP

Payment Details

STATUS	REFERENCE	DEPLOYMENT
Open to spend	bc357729	11441856

Deployed by: Ben Jowett
Platform: Barclaycard Precisionpay Online
Card Pool: BPP Go Testing Card Pool 1
Charge date: 8/18/22 - 9/1/22
Supplier Name: Costa Coffee
Deployment Amount: 5.00 GBP
Tolerance Applied: 0.00 GBP
Actual VCN Amount: 5.00 GBP

1 Communication Details

Supplier Reference: Costa Coffee

Submit

The **Supplier Reference** should be used to enter any confirmation or reference number provided by your supplier. This reference will be used if you wish to send payment details to your supplier, it will not be possible to issue a payment communication unless this value is provided.

2 Send Payment Communication

Supplier Reference: Costa Coffee

Recipient email address:

Notification email address:

Override preferred routing: ☐

Update supplier contact: ☐

[VIEW HISTORY IN COMMUNICATIONS HUB](#)

Submit

3

4

Make a Payment

Batch deployments

Batch Deployment is a feature that is enabled at a Card Pool Group level. It enables a deployer to request multiple deployments in a single file rather than creating each one, one by one. This is only available if your Administrator has asked us to enable this feature.

1. If this has been enabled for you as a deployer, you will see the Batch Deployment feature available in your top MENU, click on More.

2. Once selected, from here it will be possible for a deployer to perform the following actions:

- Process new batch upload.
- View previous batch upload.
- View deployments associated with processed batches.

The batch file must be a .CSV data file and the field headings required will be indicated in the template provided.

Precisionpay

DashboardNew CardPay a SupplierSearch CardsCommunications HubSupplier ManagementMore

1

Batch Deployments

2

Batch Deployments

Help

Please provide an upload file and select from the options below to begin the upload process.

Choose file

Choose a file to upload

?

csv only. Maximum file size is 1 mb

Upload

Download Sample File

Download Card Pool List

ID	File Name	Date Of Upload	Uploaded By	Status	Row Count	Deployment Count	Failure Count
305	BatchUploadTest-2.csv	3/3/21, 2:47 PM	tmg-htodd	Completed	5	5	0
304	BatchUploadTest-2.csv	3/1/21, 10:59 PM	tmg-htodd	Completed with depl...	5	0	5
303	BatchUploadTest-2.csv	3/1/21, 10:48 PM	BC-Harry.Todd@bar...	Completed	5	5	0
302	BatchUploadTest-2.csv	3/1/21, 10:38 PM	tmg-htodd	Completed with depl...	5	0	5
295	BatchUploadTest-2.csv	2/12/21, 10:45 AM	BC-Harry.Todd@bar...	Completed	5	5	0
294	BatchUploadTest-2.csv	2/12/21, 9:30 AM	BC-Harry.Todd@bar...	Completed	5	5	0
259	BatchUploadTest-3.csv	9/10/20, 2:31 PM	BC-Harry.Todd@bar...	Completed	3	3	0
257	BatchUploadTest-3.csv	9/10/20, 2:16 PM	BC-Harry.Todd@bar...	Completed with depl...	3	2	1
253	BatchUploadTest-3.csv	9/3/20, 9:29 AM	BC-Harry.Todd@bar...	Completed with depl...	3	2	1
252	BatchUploadTest-3.csv	9/2/20, 9:35 PM	BC-Harry.Todd@bar...	Completed with depl...	3	2	1
251	BatchUploadTest-3.csv	9/2/20, 9:32 PM	BC-Harry.Todd@bar...	Completed with errors	3	2	1

Make a Payment

Batch deployments

1. It will be possible for a deployer to include any additional Custom Data Fields (CDFs) and there's no limit to the number of CDF columns that can be included in a batch file.

2. Batch Deployments will support any workflow approvals that are in place. A card will still be created during the batch processing, but the status will indicate in the return file if approval is required.

An email alert will be triggered to the approver.

No funds are allocated to the card number created until the approval has taken place.

A Batch Deployment can be created using a payment file from an ERP system. You will need to map the date from this output to the specified file format and complete all the mandatory fields as required. This can be easily done in a tool like Excel, and you may choose to semi-automate the process using a simple macro function.

Batch Deployments

Help ?

Please provide an upload file and select from the options below to begin the upload process.

Choose file

batchdeployments.csv

?

csv only. Maximum file size is 1 mb

1

Upload

Download Sample File

Download Card Pool List

Batch Deployments

Help ?

Please provide an upload file and select from the options below to begin the upload process.

Choose file

Choose a file to upload

?

csv only. Maximum file size is 1 mb

2

Download Sample File

Download Card Pool List

Upload

ID	File Name	Date Of Upload	Uploaded By	Status	Row Count	Deployment Count	Failure Count
430	batchdeployments.csv	8/18/22, 4:53 PM	BC BenJ	Pending			
306	BatchUploadTest.2.csv	3/3/21, 2:47 PM	tmg-htodd	Completed	5	5	0
304	BatchUploadTest.2.csv	3/1/21, 10:59 PM	tmg-htodd	Completed with depl...	5	0	5
303	BatchUploadTest.2.csv	3/1/21, 10:48 PM	BC-Harry.Todd@bar...	Completed	5	5	0
302	BatchUploadTest.2.csv	3/1/21, 10:38 PM	tmg-htodd	Completed with depl...	5	0	5
295	BatchUploadTest.2.csv	2/12/21, 10:45 AM	BC-Harry.Todd@bar...	Completed	5	5	0
294	BatchUploadTest.2.csv	2/12/21, 9:30 AM	BC-Harry.Todd@bar...	Completed	5	5	0

Make a Payment

Batch deployments

There are some upload restrictions to ensure the integrity of the service, any failure based on restrictions will result in an immediate rejection of the file.

File max size is 1MB, typically allowing up to 5k rows.

There is no limit on the number of requests that can be included in a single file if the file size is under 1MB.

Files will be processed 24/7/365 and start within 15 minutes of the successful upload of a file. The system can process around 100 deployments per minute. It will also be possible to mix more than one card pool or currencies in a single file, however you must ensure that you have attributed the correct client ID to ensure a card is created from the correct card pool.

There is a User Guide specifically for Batch Deployments to help so please ensure you ask for a copy of this from your Administrator if you are going to use this feature.

Batch Deployments

Help ?

Please provide an upload file and select from the options below to begin the upload process.

Choose file

Choose a file to upload

?

csv only. Maximum file size is 1 mb

Upload

Download Sample File

Download Card Pool List

ID	File Name	Date Of Upload ▼	Uploaded By	Status	Row Count	Deployment Count	Failure Count
430	batchdeployments.csv	8/18/22, 4:53 PM	BC-BenJ	 Pending			
305	BatchUploadTest-2.csv	3/3/21, 2:47 PM	tmg-htodd	 Completed	5	5	0
304	BatchUploadTest-2.csv	3/1/21, 10:59 PM	tmg-htodd	 Completed with depl...	5	0	5
303	BatchUploadTest-2.csv	3/1/21, 10:48 PM	BC-Harry.Todd@bar...	 Completed	5	5	0
302	BatchUploadTest-2.csv	3/1/21, 10:38 PM	tmg-htodd	 Completed with depl...	5	0	5
295	BatchUploadTest-2.csv	2/12/21, 10:45 AM	BC-Harry.Todd@bar...	 Completed	5	5	0
294	BatchUploadTest-2.csv	2/12/21, 9:30 AM	BC-Harry.Todd@bar...	 Completed	5	5	0

Make a Payment

Search & view deployments

1. To search for an existing deployment, click the More icon, then click on Search.

2. Enter the search criteria:

- Deployment ID.
- Card Pool.
- Date Range (created or changed).
- Creator Name/Username.
- Approval Status.

3. When you've entered your criteria, click Search, the results will be shown on this screen, with 15 results per page. When you're satisfied with the search results, click on the relevant deployment.

The screenshot shows the Precisionpay dashboard with the following elements:

- Navigation Bar:** Includes links for Payments, Administration, Dashboard, New Card, Pay a Supplier, Search Cards, Communications Hub, Supplier Management, and More.
- Welcome Message:** "Welcome to your dashboard, Ben" with a link to "All Deployments".
- Search Bar:** A search icon and a "Search" button are visible in the top right.
- Search Card Deployments Modal:** A modal window is open with the following fields:
 - Card Pool:** A dropdown menu with "PLEASE SELECT CARD POOL" as the placeholder.
 - Date Range:** Two date input fields showing "7/19/2022" and "8/19/2022", and a "Created Date" dropdown.
 - Charge Amount:** An input field.
 - Last 4 Digits:** An input field.
 - Approval Status:** A dropdown menu with "Please Select" as the placeholder.
 - Supplier Name:** An input field.
 - Customer Name:** An input field.
 - Traveler:** An input field with the placeholder "forename, surname or email address".
 - Created By:** An input field with the placeholder "forename, surname or email address".
 - Platform:** A dropdown menu with "Choose a platform" as the placeholder.
- Search Results Table:** A table displaying 15 results per page. The table has columns for ID, Supplier, Created, Charge Dates, Card Pool, and Amount.

ID	Supplier	Created	Charge Dates	Card Pool	Amount
11441856	Costa Coffee	8/18/22	8/18/22 - 9/1/22	BPP Go Testing Car...	5.00 GBP
11441846	Costa Coffee	8/18/22	8/18/22 - 9/1/22	BPP Go Testing Car...	0.00 GBP
11412831	Golden Landmark (S...	6/30/22	6/30/22 - 6/30/22	BPP Go Testing Car...	2.22 GBP
11412830	Amazon	6/30/22	6/30/22 - 6/30/22	BPP Go Testing Car...	20.77 GBP
11412810	Test	6/30/22	6/30/22 - 6/30/22	BPP Go Testing Car...	25.00 GBP
11412808	Test	6/30/22	6/30/22 - 6/30/22	BPP Go Testing Car...	20.00 GBP
11412802	Amazon	6/30/22	6/30/22 - 6/30/22	BPP Go Testing Car...	107.50 GBP
11412482	Hikton	6/30/22	6/30/22 - 6/30/22	BPP Go Testing Car...	108.00 GBP
11412134	Test	6/29/22	6/29/22 - 6/29/22	BPP Go Testing Car...	105.00 GBP
11412131	Notification 2	6/29/22	6/29/22 - 7/2/22	BPP Go Testing Car...	2.00 GBP
11410925	Notification	6/27/22	6/27/22 - 6/30/22	BPP Go Testing Car...	5.00 GBP
11409789	Test	6/24/22	6/24/22 - 6/24/22	BPP Go Testing Car...	2.00 GBP
11409777	Amazon	6/24/22	6/24/22 - 6/24/22	BPP Go Testing Car...	2.00 GBP
11409776	Hotel & Res City Of ...	6/24/22	6/24/22 - 6/24/22	BPP Go Testing Car...	1.25 GBP
11409773	Anazon	6/24/22	6/24/22 - 6/24/22	BPP Go Testing Car...	105.00 GBP

Viewing 1 to 15 results of 32

Make a Payment

Search & view deployments

1. You can now view the deployment details:

- Deployment ID.
- References.
- Supplier name.
- Approvers (if applicable).
- Value and date range.
- View uploaded documents and/or upload documents for specific deployments.

2. From here you may also be able to view the Deployment History and the deployment Action History.

Card Deployment 11441852

Back

2

More ...

Deployment Amount

9.50 GBP

Chris Gillespie

8/18/22

See Workflow

1

Payment Details

STATUS	REFERENCE	DEPLOYMENT
Open to spend	REF123	11441852

Deployed by:

Chris Gillespie

Platform:

Barclaycard Precisionpay Online

Card Pool:

BANK TRANSFER SAP GBP

Charge date:

8/18/22 - 8/19/22

Supplier Name:

Test Supplier 1

Deployment Amount:

9.50 GBP

Tolerance Applied:

0.00 GBP

Actual VCN Amount:

9.50 GBP

Actual Charge Dates:

8/18/22 - 8/19/22

Invoice Amount:

10.00 GBP

Action History

View user deployment actions

Communication History

Payment and workflow communications

Documents

View attached documents

Tolerances

Card Pool and account settings

Deployment History

View history of modifications

Note: Only the deployer who has created the deployment can see the 16-digit card number. If you need the full 16-digit account number, you may have to request this from the deployer.

Make a Payment

Amend deployments

Deployers are also able to amend or cancel their own deployments.

1. To amend, locate a deployment which you've created and click Amend Deployment in the deployment detail screen.

You won't be able to amend the Primary Customer Reference, or the start date once it is active.

2. Once complete, click Commit Amendment.

You can amend the Customer Data Fields on deployments where the end date on the card has passed.

Card Deployment 11441856

[Back](#)

1

[Amend](#)[More ...](#)

Deployment Amount
5.00 GBP

Payment Details

STATUS	REFERENCE	DEPLOYMENT
Open to spend	bc357729	11441856
Deployed by:	Ben Jowett	
Platform:	Barclaycard Precisionpay Online	
Card Pool:	BPP Go Testing Card Pool 1	
Charge date:	8/18/22 - 9/1/22	
Supplier Name:	Costa Coffee	
Deployment Amount:	5.00 GBP	
Tolerance Applied:	0.00 GBP	
Actual VCN Amount:	5.00 GBP	

Amend card deployment: 11441856

[Cancel](#)

Payment Details

CARD POOL
BPP Go Testing Card Pool 1

CHARGE AMOUNT *
5

CURRENCY *
GBP

CHARGE FROM
8/18/2022

CHARGE TO *
9/1/2022

[SEE OPTIONAL DETAILS](#)

[Attach File](#)[Card Pool Settings](#)

2

[Commit Amendment](#)

Supplier Information

SUPPLIER *
Costa Coffee

EMAIL ADDRESS
ben.jowett@barclays.com

[CLICK TO ADD ADDRESS DETAILS](#)

Make a Payment

View card activity

Users can view the card activity on an active deployment to see authorisations that have been processed on the card recently.

This will provide details on whether this was approved, or declined, date / time and value as well as why an authorisation was declined and the merchant details that passed with the authorisation.

1. To do this, click the Card Activity button from within a deployment.

Card Deployment 11442048

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[Amend](#)[More ...](#)

PURCHASING

barclaycard

4111 1561 0001 0253

Valid Thru: 10/24 CVV: N/A

CONFIRMA DUMMY CARD

COPY

VISA

Deployment Amount

4.00 GBP

Payment Details

STATUS

Active

REFERENCE

65259ac2

Deployed by:

Ben Jowett

Platform:

Barclaycard

Card Pool:

BPP Go

Charge date:

8/19/22 - 9/2

Supplier Name:

Costa Coffee

Deployment Amount:

4.00 GBP

Tolerance Applied:

0.00 GBP

Actual VCN Amount:

4.00 GBP

1

Card Activity

View history of authorisations

Action History

View user deployment actions

Communication History

Payment and workflow communications

Documents

View attached documents

Tolerances

Card Pool and account settings

Deployment History

View history of modifications

Cancel Card

Cancel this deployment

 barclaycard | payments

Make a Payment

View deployment history

Users can also review the deployment history for a given deployment, you can see from creation, amendments to who's viewed the card detail screen.

1. Click on the Deployment History button from within a deployment.

Card Deployment 11442048

[Back](#)[Amend](#)[More ...](#)

PURCHASING

4111 1561 0001 0253

Valid Thru 10/24

CVV N/A

CONFIRMA DUMMY CARD

barclaycard

COPY

VISA

Deployment Amount

4.00 GBP

Payment Details

STATUS

Active

REFERENCE

65259ac2

Deployed by:

Ben Jowett

Platform:

Barclaycard

Card Pool:

BPP Go

Charge date:

8/19/22 - 9/2

Supplier Name:

Costa Coffee

Deployment Amount:

4.00 GBP

Tolerance Applied:

0.00 GBP

Actual VCN Amount:

4.00 GBP

Card Activity

View history of authorisations

Action History

View user deployment actions

Communication History

Payment and workflow communications

Documents

View attached documents

Tolerances

Card Pool and account settings

Deployment History

View history of modifications

1

Cancel Card

Cancel this deployment

 barclaycard | payments

My dashboard



My dashboard

My approvals

If the deployment has gone to your manager for approval, they'll receive an email advising them of the Pending request in My Dashboard queue.

Once your manager approves the request, you'll get an email advising you to go into your My Dashboard queue and check your Approved queue (likewise for Rejects).

1. Select the deployment you need and view the account details.
2. You can now use the account details to pay your supplier – quoting Acc #/ Exp Date and CVV2 value.
3. Mark a deployment as **complete** when you've completed your work on it, this will move it from your approved queue to the completed queue – to help you manage your outstanding actions.
4. A message will appear at the bottom of the screen to confirm the completion.

The screenshot shows the Precisionpay dashboard. At the top, there's a navigation bar with links: Dashboard, New Card, Pay a Supplier, Search Cards, Communications Hub, Supplier Management, and More. The user is logged in as Ben Jowett, Barclaycard Commercial. The main heading is 'Welcome to your dashboard, Ben'. Below it, there's a section 'My Recent Deployments' with a dropdown menu set to 'My Recent Deployments' and a 'Filter' button. A 'Complete' button is visible. The table below shows three deployments, all for Amazon, with amounts of 0.00 GBP or 5.00 GBP. The first two are 'Cancelled' and the third is 'Open to spend'. To the right, there's a section 'Available Card Pools' showing two options: '123 TEST V2 Barclaycard Commercial Mastercard GBP' and 'ALI COMPUTERS 084029/ Barclaycard Commercial Visa USD'. A 'Review All' button is at the bottom right. A blue banner at the bottom states 'The selected deployments have been successfully completed.'

	Amount	Created	Status	
1 Amazon 8/23/22 - 9/6/22 11445902	0.00 GBP	8/23/22	Cancelled	☐
Amazon 8/23/22 - 9/6/22 11445902	5.00 GBP	8/23/22	Open to spend	☒
Amazon 8/23/22 - 9/6/22 11445908	0.00 GBP	8/23/22	Cancelled	☐

The screenshot shows the 'Card Deployment 11445902' page. At the top, there's a 'Back' button. Below it, there's a virtual Mastercard image. The card displays the Barclaycard logo, the number 5561 0785 0297 1233, the valid thru date 02/24, and the CVV 305. The cardholder's name is BPP TOK SETUP POR TST. Below the card image, the 'Deployment Amount' is shown as 5.00 GBP.

Card Deployment 11445902

Back

5561 0785 0297 1233 COPY

Valid Thru 02/24 CVV 305

BPP TOK SETUP POR TST

Deployment Amount 5.00 GBP

My dashboard

My approvals

Once a deployment has been created and is above any Deployer's threshold, you'll receive an email advising you of the Pending item should you also be an approver. Your customer admin will have defined the approval hierarchy, and thresholds.

1. The deployment will now appear in any nominated Approver queue, click on the deployment awaiting approval.

2. Here is where you approve/reject the deployment.

The Approver will also be able to opt, at the point of approving the payment, to send a payment communication. This will send the card details via secure email to the email address.

The screenshot shows the Precisionpay dashboard for user Ben Jowett. The 'All Deployments' section contains a table with the following data:

	Amount	Created	Status
Amazon 8/22/22 - 9/5/22 11444860	5.00 GBP	8/22/22	Open to spend
Best Buy 8/22/22 - 9/9/22 11444854	7.50 GBP	8/22/22	Open to spend
Best Buy 8/22/22 - 9/5/22 11444757	7.00 GBP	8/22/22	Open to spend
Amazon 8/22/22 - 9/9/22 11444756	50.00 GBP	8/22/22	Awaiting Approval

The deployment with ID 11444756 is highlighted with a large '1' next to it. On the right, the 'Available Card Pools' section lists two options: '123 TEST V2' (Barclaycard Commercial Mastercard GBP) and 'ALT COMPUTERS' (Barclaycard Commercial Visa USD).

The screenshot shows the 'Card Deployment 11444756' approval page. On the left, a blue box displays the Barclaycard logo and the text 'Awaiting Approval'. Below this, the 'Deployment Amount' is shown as '50.00 GBP'. On the right, a yellow box indicates the deployment is 'Pending' and provides the following details:

- Awaiting approval from: Dual Controlthree
harry.todd@barclayscorp.com
- Requested amount: 250.00 GBP
- Requested dates: 5/15/24 - 5/29/24

Below the yellow box, there is a section for 'Approval required' with a text input field labeled 'Provide a comment'. At the bottom, there is a toggle switch for 'Send payment communication' and two buttons: 'Reject' and 'Approve'. A large '2' is placed next to the 'Approve' button.

My dashboard

My approvals

- 1. Approving will generate a success message on screen plus the card details (last four digits only).
- 2. If you reject a deployment, a comments section appears for you to note the reason for the rejection.

This will generate an email to the Deployer asking them to log in and view the rejection reason. The Deployer will then need to create a new deployment with corrected data.

Note: if there are 2 approvers in the approval process, the deployment would need to be approved by both the Approver 1 and Approver 2 for this to be successful. The Approver 2 will only receive an email notification once it has been first approved by the Approver 1.

Card Deployment 11444756

Back

More ...



Deployment Amount
50.00 GBP

● Harry Todd
8/22/22

See Workflow

APPROVAL REQUIRED

Provide a comment

Reject

Approve

2 1

Payment Details

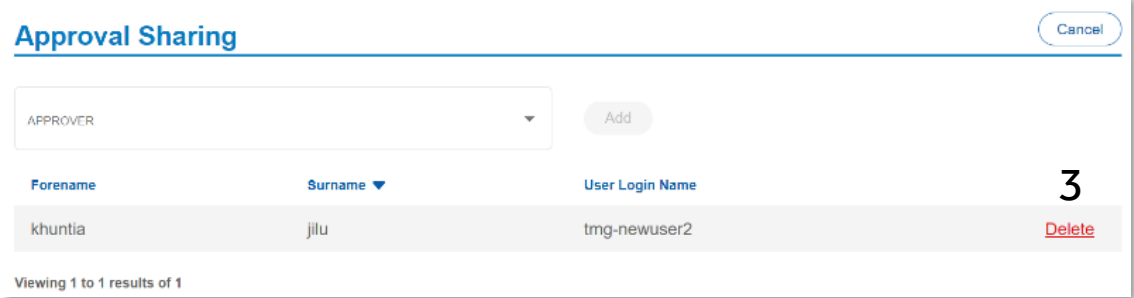
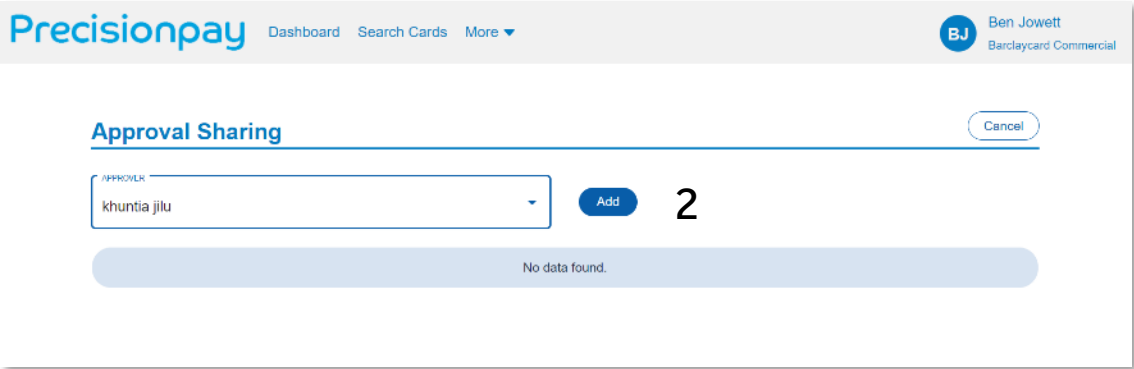
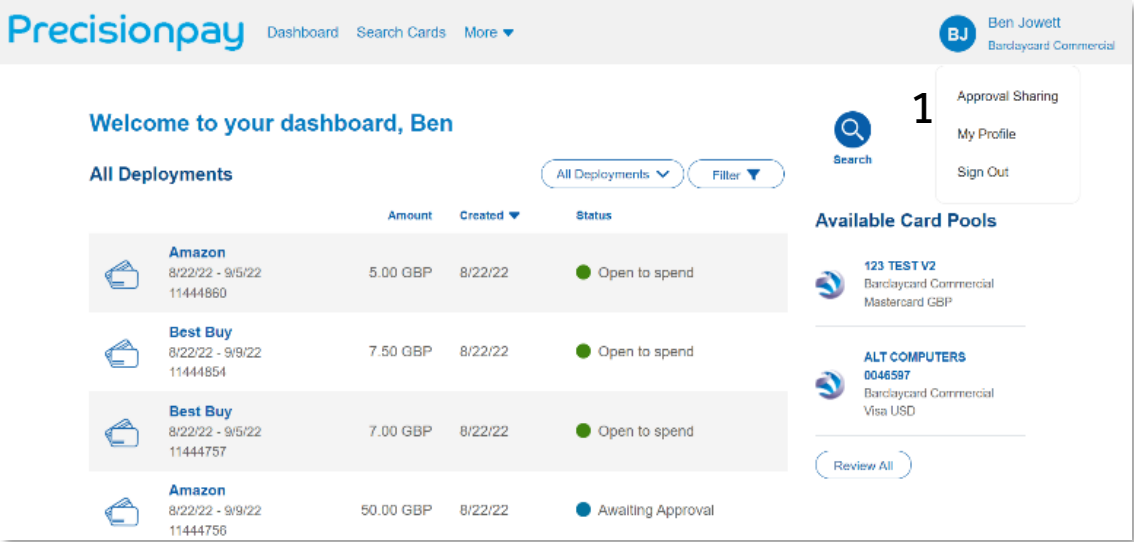
STATUS	REFERENCE	DEPLOYMENT
Awaiting Approval	9b985f1a	11444756
Deployed by:	Harry Todd	
Platform:	Barclaycard Precisionpay Online	
Card Pool:	Davids Tokenised Card Pool	
Charge date:	8/22/22 - 9/9/22	
Supplier Name:	Amazon	
Deployment Amount:	50.00 GBP	

My dashboard

Sharing approver rights

Approvers can share their approval rights with other approvers of the same level – meaning that both approvers will get the notification that an approval is required, and it's the first to approve it, that is logged as the approver for that request.

1. To share your approval rights, head to the top right corner of the screen, click your name and then click the Approval Sharing button.
2. From here you can select the required approver and click Add.
3. Once complete, you will see the confirmation of the share request on screen, and from here you can delete the shared responsibility at any time, by clicking the Delete link – this will then take you back to the initial Share request screen.



My dashboard

Delegation

Administrators can create a delegation of authority for approval managers. Deployments of one manager can then be directed to another manager's My Approvals queue while they're out of the office.

- As they set this up within the system, managers will need an internal process to maintain continuity of service.
- The delegation tool will not allow an administrator to create a delegation to someone who is already shown as out of the office within that date range.
- At the end of a delegation, all deployments (future and pending) will revert to the original manager's queue in My Approvals.

My dashboard

Card activity

Users can view the card activity on an active deployment to see the authorisations that have been processed on the card recently.

This will provide details on whether this was approved, or declined, date / time and value as well as why an authorisation was declined and the merchant details that passed with the authorisation.

This will save users having to log into another Barclaycard system to view this information.

To do this, click the Card Activity button from within a deployment.

1. Click into a deployment.

2. Select the More option from the top right-hand side of the page.

3. Select Card Activity.

The Card Activity screen will be displayed.

1

Card Deployment 10574183

[Back](#)[Amend](#)[More ...](#)



Deployment Amount
100.00 EUR

Payment Details

STATUS	REFERENCE	DEPLOYMENT
End Date Passed	Bobby Blinds	10574183

Deployed by: Sam Barker

Platform: Barclaycard Precisionpay

Card Pool: Test Conferma

Charge date: 19/02/2019 - 22/02/2019

Supplier Name: Bobby Blinds

Deployment Amount: 100.00 EUR

Tolerance Applied: 0.00 EUR

Actual VCN Amount: 100.00 EUR

Actual Charge Dates: 19/02/2019 - 22/02/2019

Card Provider ID: 17250067

Send Payment Communication

Supplier Reference: Blinds

2

[Amend](#)[More ...](#)

Card Activity
View history of authorisations

Action History
View user deployment actions

Communication History
Payment and workflow communications

Documents
View attached documents

Tolerances
Card Pool and account settings

Deployment History
View history of modifications

3

Card Activity

[Close](#)

There is no card activity available for this deployment.

My dashboard

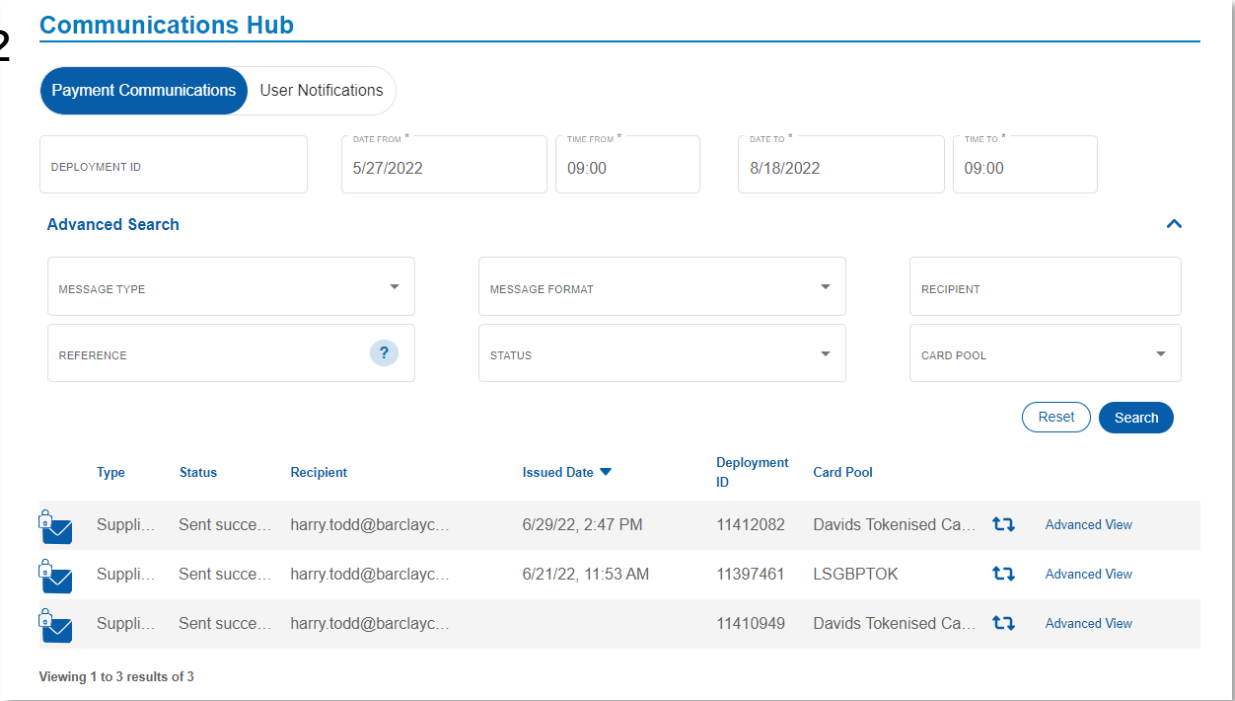
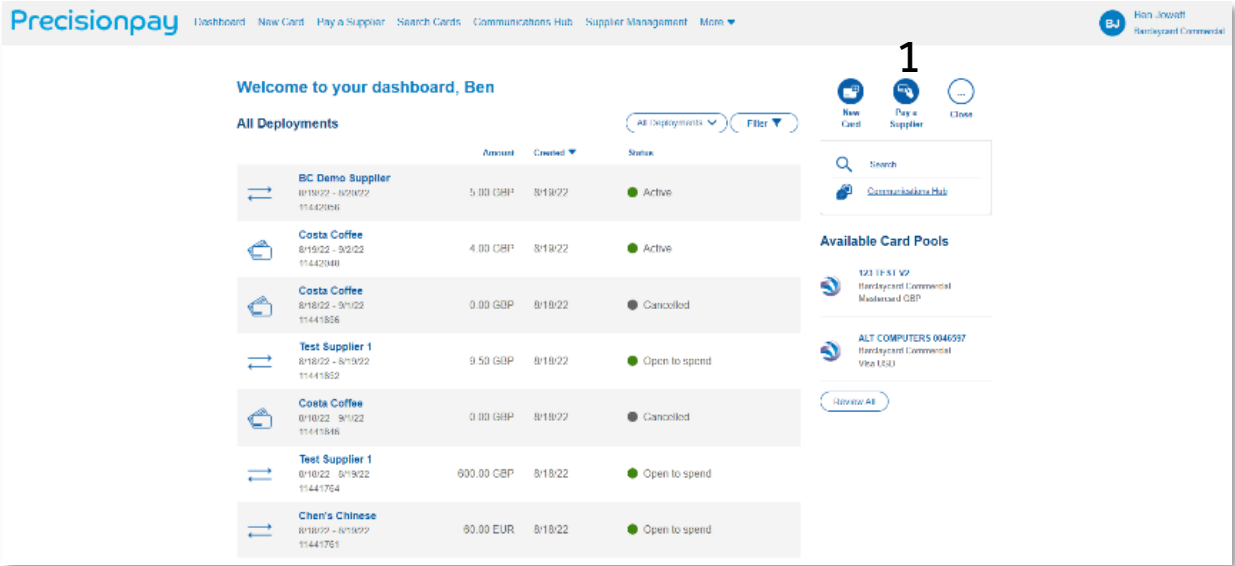
Communications hub

This gives you visibility into all the communications that have been sent as part of the virtual card process.

These range from User lock out, Approval workflow emails to Secure and none secure emails for the transmission of card details to your suppliers.

1. To access the Communications Hub just head to the right side of the homepage, click on More.

2. This will take you to the landing page, and show you any of the communications relating to your deployments, including the deployment ID.



My dashboard

Communications hub

1. You can see whether an email was sent as a none secure or a secure email, as well as details such as when it was sent, and when it was received by the recipient Mail service – to do this, click the Advanced View.

Equally, communications include push notifications to the Precisionpay Mobile app too – so you can see if this was pushed to a mobile device, and even the operating system of the device.

2. You can perform a search functionality, to find a specific communication. Clicking the 'Advanced Search' Button opens the search function across.

Communications Hub

Payment Communications

User Notifications

DEPLOYMENT ID

DATE FROM *
5/27/2022

TIME FROM *
09:00

DATE TO *
8/18/2022

TIME TO *
09:00

Advanced Search

2

MESSAGE TYPE

MESSAGE FORMAT

RECIPIENT

REFERENCE

STATUS

CARD POOL

Reset

Search

Type	Status	Recipient	Issued Date	Deployment ID	Card Pool			
	Suppli...	Sent succe...	harry.todd@barclayc...	6/29/22, 2:47 PM	11412082	Davids Tokenised Ca...		Advanced View
	Suppli...	Sent succe...	harry.todd@barclayc...	6/21/22, 11:53 AM	11397461	LSGBPTOK		Advanced View
	Suppli...	Sent succe...	harry.todd@barclayc...		11410949	Davids Tokenised Ca...		Advanced View

Viewing 1 to 3 results of 3

Advanced View

Close

Platform Name:

Barclaycard Precisionpay Online

Recipient Details:

harry.todd@barclaycard.co.uk

Message Submitted:

6/29/22 14:47

Email Opened:

Not Available

Retry Attempts:

1

Failure Response:

Failure Email:

harry.todd@barclaycard.co.uk

ID	Transmission Date	Provider Name	Format	Target Address	Submit Count	Status
	173576	6/29/22	TLS Encrypted email	Secure Email	harry.todd@barclaycard.co.uk	Sent successfully

My dashboard

Deployment filter

Filter your deployment when searching.

1. Navigate and Click on Filter.

2. Next is to type the keyword of the Deployment you wish to search for and then press the Enter key.

3. You can also select the date range you want to filter for, this lets you select the from date to the end date.

The screenshot shows the Precisionpay dashboard interface. At the top, there are tabs for 'Payments' and 'Administration'. The user is logged in as Ben Jowett, a Barclaycard Commercial user. The dashboard displays a 'Welcome to your dashboard, Ben' message. Below this, there's a section for 'All Deployments' with a 'Filter' button (labeled 1) and a 'Filter By Keyword' search bar (labeled 2). A table of deployments is visible, with columns for 'Amount' and 'Created'. A calendar widget (labeled 3) is open, showing the month of August 2022, with the 3rd highlighted. The table lists three deployments:

	Amount	Created
Vodafone 06/07/2022 - 20/07/2022 11414908	10.00 GBP	06/07/2022
Vodafone 06/07/2022 - 21/07/2022 11414907	11.00 GBP	06/07/2022
Golden Landmark (S) Mercure Htl 30/06/2022 - 30/06/2022	2.22 GBP	30/06/2022

My dashboard

Deployment paging

Precisionpay presents deployments with multiple pages.

1. To navigate to another page, scroll down to the bottom of the dashboard.

2. Select the page number.

1

	Notification 2 29/06/2022 - 02/07/2022 11412131	2.00 GBP	29/06/2022	● End Date Passed
	Uber Food 29/06/2022 - 13/07/2022 11412111	5.00 GBP	29/06/2022	● End Date Passed
	Starbucks 29/06/2022 - 13/07/2022 11412091	200.00 GBP	29/06/2022	● Requiring Approval
	Dominos 29/06/2022 - 13/07/2022 11412082	0.00 GBP	29/06/2022	● Cancelled
	BC Demo Supplier 28/06/2022 - 29/06/2022 11411424	100.00 GBP	28/06/2022	● End Date Passed

Viewing 1 to 15 results of 10101

2 < 1 2 3 4 5 >

	Hilton Edinburgh Carlton from 11th Aug 2016 01/04/2021 - 01/04/2021 11127038	300.00 GBP	01/04/2021	● End Date Passed
	Red Roof Inn - Danville 01/04/2021 - 01/04/2021 11127036	300.00 GBP	01/04/2021	● End Date Passed
	Hilton Edinburgh Carlton from 11th Aug 201 01/04/2021 - 01/04/2021 11127030	300.00 GBP	01/04/2021	● End Date Passed

Viewing 781 to 795 results of 10101

< 51 52 53 54 55 >

My dashboard

Available card pools

1. Provides visibility for Card Pools available to a user, including threshold where applicable.
2. To view all available card pools click Review all.
3. Card pools can be sorted by name, spend type, currency, schemes, card provider, card product, threshold and active.

The screenshot shows the Precisionpay dashboard for user Ben Jowett. The 'Available Card Pools' section is highlighted with a red '1'. It lists three card pools: '123 TEST V2' (Barclaycard Commercial, Mastercard GBP), 'ALT COMPUTERS 0046597' (Barclaycard Commercial, Visa USD), and 'Golden Landmark (S) Mercure Hti' (30/06/2022 - 30/06/2022, 2.22 GBP, End Date Passed). A 'Review All' button is visible, highlighted with a red '2'.

Available Card Pools 1

Name	Spend Type	Currency	Scheme	Card Provider	Card Product	Threshold	Is Active
123 TEST V2	Generic	GBP	Mastercard	Barclaycard Commercial			Active
ALT COMPUTERS 0046597	Generic	USD	Visa	Barclaycard Commercial			Active
BANK TRANSFER ...	Generic	EUR	Mastercard	Barclaycard Commercial			Active
BANK TRANSFER ...	Generic	GBP	Mastercard	Barclaycard Commercial			Active
BANK TRANSFER ...	Generic	USD	Mastercard	Barclaycard Commercial			Active

The screenshot shows the Precisionpay dashboard for user Ben Jowett. The 'Card Pools' section is highlighted with a red '3'. It displays a table with columns: Name, Spend Type, Currency, Scheme, Card Provider, Card Product, Threshold, and Is Active. The table lists five card pools, all of which are active.

Card Pools 3

Name	Spend Type	Currency	Scheme	Card Provider	Card Product	Threshold	Is Active
123 TEST V2	Generic	GBP	Mastercard	Barclaycard Commercial			Active
ALT COMPUTERS 0046597	Generic	USD	Visa	Barclaycard Commercial			Active
BANK TRANSFER ...	Generic	EUR	Mastercard	Barclaycard Commercial			Active
BANK TRANSFER ...	Generic	GBP	Mastercard	Barclaycard Commercial			Active
BANK TRANSFER ...	Generic	USD	Mastercard	Barclaycard Commercial			Active

Creating Suppliers



Creating Suppliers

You can create supplier records for repeat , regular suppliers.

A User would need this privilege enabled to their profile, Enable Supplier Management by the Administrator of the account.

Should the supplier accept your invitation and register to use Precisionpay, they will own and create a Master Record. This will start to create a database of suppliers across the entire Precisionpay set of customers, giving you access to select the same suppliers without having to go through the whole setting up a supplier process.

Precisionpay

[Dashboard](#) [New Card](#) [Pay a Supplier](#) [Search Cards](#) [Communications Hub](#) [Supplier Management](#) [More](#)

Welcome to your dashboard, Ben

All Deployments

All Deployments

Filter

	Amount	Created	Status
↔ BC Demo Supplier 8/19/22 - 8/20/22 11442056	5.00 GBP	8/19/22	Active
📄 Costa Coffee 8/19/22 - 9/2/22 11442048	4.00 GBP	8/19/22	Active
📄 Costa Coffee 8/18/22 - 9/1/22 11441856	0.00 GBP	8/18/22	Cancelled
↔ Test Supplier 1 8/18/22 - 8/19/22 11441852	9.50 GBP	8/18/22	Open to spend
📄 Costa Coffee 8/18/22 - 9/1/22 11441846	0.00 GBP	8/18/22	Cancelled
↔ Test Supplier 1 8/18/22 - 8/19/22 11441764	600.00 GBP	8/18/22	Open to spend
↔ Chen's Chinese 8/18/22 - 8/19/22 11441761	60.00 EUR	8/18/22	Open to spend

Available Card Pools

123 TEST V2

Barclaycard Commercial

Mastercard GBP

ALT COMPUTERS 0048597

Barclaycard Commercial

Visa USD

Review All

Creating Suppliers

Creating a new supplier

When adding a supplier, the first thing you will be prompted to enter is the supplier's name. As you enter the name, the system will perform a look up against a database of all suppliers across Precisionpay and present them as a type-ahead autocomplete list.

If the supplier is already present, this will allow some of the required supplier fields to be pre-populated.

Should you choose not to select a supplier from the list presented, you can provide a supplier name and start to create a record. Once completed, if the name is a match and already exists the system, the system will assume that the entered supplier is the same as the matching supplier. A message will be shown informing the user should this happen.

It will not be possible for a user to submit a new supplier where the name provided matches that of an existing master record.

The screenshot displays the 'New Supplier' form within the 'Supplier Management' system. On the left, a sidebar menu under the 'Suppliers' header includes options for 'Search', 'Add New Supplier' (highlighted in blue), 'Bulk Upload Suppliers', 'Previous Supplier Uploads', and 'Suppliers Awaiting Approval' (which has a blue badge with the number '13'). The main form area has a breadcrumb trail 'Supplier Management > Add New Supplier' and a title 'New Supplier'. It contains several input fields: 'Supplier Name:', 'Supplier Identifier:', 'Country:', and 'Email Address:'. Each of these four fields is marked with a red asterisk (*) indicating it is required, and each has a blue circular help icon (?) to its right. Below these is a section titled 'Contact Information' which includes fields for 'Address 1:', 'Address 2:', 'City:', 'Region:', and 'Postal Code / Zip Code:'. The 'Phone Number:' field is also present but not marked as required. At the bottom is a section titled 'Payment Provider' with a 'Payment Provider:' label and a dropdown menu. A 'Create' button is located in the bottom right corner of the form area.

Creating Suppliers

Creating a new supplier

How would you like to pay this supplier?

The options shown will reflect the products and card pools you have available for your organisation. If you only have Precisionpay Charge Card then CARD will be the only method available.

If you also have Bank Transfer, then these will show relevant to the currencies you have and you can create a single. Please see the Bank Transfer User Guide for further assistance if you have a mix of card and Bank Transfer solutions with us.

1. Selecting the correct payment method is KEY when creating a supplier.

Only those suppliers will become available in the card pool drop down.

New Supplier

Supplier Name:

*

Supplier Identifier:

*

?

Country:

*

?

Email Address:

*

?

Contact Information

Address 1:

Address 1

Address 2:

Address 2

City:

City

Region:

Region

Postal Code / Zip Code:

Post Code/Zip Code

Phone Number:

Payment Provider

1

Payment Provider:

Connect Email

Barclaycard Bank Transfer

Create

Creating Suppliers

Creating a new supplier

2. Complete Business Details

Please complete the business details.

3. Payment Provider

You can then select payment provider with this supplier, payment terms and set any custom data fields that you wish your supplier to complete if instigating a payment request via Precisionpay.

4. Continue Setup

After selecting the relevant payment options navigate to the bottom right corner of the screen and click continue setup.

5. Confirmation

After reviewing the supplier's address, enter the supplier's email address and then continue setup.

Supplier Management > Add New Supplier

New Supplier

2

Supplier Name:

Steam

*

Supplier Identifier:

Card2

*

?

Country:

United States

*

?

Email Address:

ben.jowett@barclays.com

*

?

Contact Information

Address 1:

10400 NE

Address 2:

4th St Floor 14

City:

Bellevue

Region:

Washington

Postal Code / Zip Code:

WA 98004

Phone Number:

Payment Provider

Payment Provider:

3

Connect Email

4

Continue Setup

Supplier Management > Setup > Steam

Connect Email

5

Please provide the supplier email address that should be used for payment communications

CONNECT EMAIL *

ben.jowett@barclays.com

Cancel setup

Confirm setup

Creating Suppliers

Creating a new supplier

You have now created a supplier. The supplier will be available in the supplier drop down list for next time.

6. If you have this additional privilege, then you will also be able to amend supplier details.

Any amendments will go through the approval process again before that supplier can be used.

Supplier Management > View Supplier > Steam

Steam

Last Modified By
Ben Jowett

Last Modified Date
8/19/22 09:40 (UTC)

Details

6

Edit

More ...

Supplier Name:

Steam

Country:

United States

Supplier Identifier:

Card2

Address:

10400 NE
4th St Floor 14
Washington
Bellevue
WA 98004

Email Address:

ben.jowett@barclays.com

Status:

Pending Approval

Phone Number:

This Supplier is awaiting approval

Payments to this supplier cannot be made until it has been approved.
Approving this supplier will make it available for payment. If it is rejected, modifications must be made before being presented for approval again.

Payment Method Options

Provider Name	Account Identifier	Provider Status	Provider Enabled	Setup
Connect Email	Email: ben.jowett@barclays.com	Active	Enabled	Update Setup
Barclaycard Bank Transfer		Disabled	Disabled	

Creating Suppliers

Approving a supplier

7. Once the supplier has been submitted, this will queue for a Supplier Approver to approve.

Your Administrator should set these Approvers up with the additional privilege switched on, Enable Supplier Approval. Once a record has been submitted, approvers will get an email notification advising them to log on and approve the supplier.

Once this step has been completed the supplier will appear in your list of suppliers under the heading 'Pay a Supplier'.

Someone submitting a supplier will not be able to approve that supplier. This is to segregate duties within profiles and mitigate any risks. However, you can have both privileges turned on under a single profile.

Supplier Management > View Supplier > Steam

Steam

Last Modified By
Ben Jowett

Last Modified Date
8/19/22 09:40 (UTC)

Details

7

Edit

More ...

Supplier Name:

Steam

Supplier Identifier:

Card2

Country:

United States

Address:

10400 NE
4th St Floor 14
Washington
Bellevue
WA 98004

Email Address:

ben.jowett@barclays.com

Phone Number:

Status:

Pending Approval

This Supplier is awaiting approval

Payments to this supplier cannot be made until it has been approved.
Approving this supplier will make it available for payment. If it is rejected, modifications must be made before being presented for approval again.

Payment Method Options

Provider Name	Account Identifier	Provider Status	Provider Enabled	Setup
Connect Email	Email: ben.jowett@barclays.com	Active	Enabled	Update Setup
Barclaycard Bank Transfer		Disabled	Disabled	

Creating Suppliers

Supplier approvals

1. You will be able to see which suppliers are awaiting approval from this search.

Suppliers

Search

Add New Supplier

Bulk Upload Suppliers

Previous Supplier Uploads

Suppliers Awaiting Approval13

Supplier Management > Approval

Awaiting Approval

Bulk Approve

Name	Identifier	Requested By	Requested Date	
Euro supplier retest	ESR1	Harry Todd	8/12/22, 3:41 PM	☐
Sadia Demo Supplier New 1	1234	Sadia Mughal	7/20/22, 12:34 PM	☐
Sadia Demo Supplier New	123	Sadia Mughal	7/20/22, 11:29 AM	☐
Cardonly1	card1	Harry Todd	7/1/22, 11:27 AM	☐
New admin addition	NAA1	Harry Todd	6/29/22, 1:42 PM	☐
Carols Cookies	89126	Mark Edon	2/8/19, 10:00 AM	☐
CS3	Cardsup3	Harry Todd	7/1/22, 10:36 AM	☐
Card Supplier 2	Cardsup2	Harry Todd	6/28/22, 8:23 AM	☐
CS4	Cardsup4	Harry Todd	7/1/22, 10:36 AM	☐
CS2	Cardsup2	Harry Todd	7/1/22, 10:36 AM	☐
Card Supplier 3	Cardsup3	Harry Todd	6/28/22, 8:23 AM	☐
CS5	Cardsup5	Harry Todd	7/1/22, 10:36 AM	☐
Card Supplier 1	Cardsup1	Harry Todd	6/28/22, 8:23 AM	☐

Viewing 1 to 13 results of 13

Creating Suppliers

View suppliers

- 1. You will be able to view existing suppliers and from here and amend them if necessary.
- 2. Type in the name of the supplier you are looking for and if they are an already approved supplier select Approved from the Approved Status box.
- 3. Select Search and this will bring up any supplier with that name. Click on the supplier you need, and it will then allow you to edit the supplier details.

1

Suppliers

Search

Add New Supplier

Bulk Upload Suppliers

Previous Supplier Uploads

Suppliers Awaiting Approval

Supplier Management > Search

Search Suppliers

SUPPLIER NAME

Euro supplier retest

SUPPLIER IDENTIFIER

SUPPLIER APPROVAL STATUS

PAYMENT METHOD PROVIDER

PROVIDER STATUS

Export Suppliers

Search

Name	Identifier	Approval Status	Payment Method
Euro supplier retest	ESR1	Pending Approval	Barclaycard Bank Transfer

Viewing 1 to 1 results of 1

3

Creating Suppliers

Edit suppliers

1. You can then select different sections to update, you can also disable the supplier from payments being made against them from the supplier list.

Supplier Management > View Supplier > Steam

Steam

Last Modified By
Ben Jowett

Last Modified Date
8/19/22 09:40 (UTC)

Details

1

Edit

More ...

Supplier Name:

Steam

Country:

United States

Supplier Identifier:

Card2

Address:

10400 NE
4th St Floor 14
Washington
Bellevue
WA 98004

Email Address:

ben.jowett@barclays.com

Phone Number:

Status:

Pending Approval

This Supplier is awaiting approval

Payments to this supplier cannot be made until it has been approved.
Approving this supplier will make it available for payment. If it is rejected, modifications must be made before being presented for approval again.

Payment Method Options

Provider Name	Account Identifier	Provider Status	Provider Enabled	Setup
Connect Email	Email: ben.jowett@barclays.com	Active	Enabled	Update Setup
Barclaycard Bank Transfer		Disabled	Disabled	

Creating Suppliers

Bulk board suppliers

- You can opt to bulk upload your suppliers, by selecting Supplier Management from the top menu bar.
- Download the sample file.
- Complete all fields on sample file.
- Drag a file or browse your desktop and upload the file.

If Supplier Approval workflow is in place, then this will need to be completed.

Once the supplier has been approved the supplier will appear on the drop-down list of available to make a payment.

Supplier management > Bulk upload

Bulk upload suppliers

Select a payment method provider

Provide an upload file and select from the options below to begin the upload process.



Drag & drop a file



Browse for a file

CSV only - maximum file size is 1 MB

[Download sample file](#)

This supplier is awaiting approval

Payments to this supplier cannot be made until it has been approved.

Approving this supplier will make it available for payment. If it is rejected, modifications must be made before being presented for approval again.

[Reject](#)

[Approve for payment](#)

Thank you



This information is available in large print, Braille or audio format by calling 0844 822 2140.

When we're here

Barclaycard Support teams are available between 08:00 – 18:00 (GMT), Monday to Friday, excluding UK bank holidays.

Call 0844 824 0231*

*Please note, this number is only to be used by Administrators

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